

Minutes of Marshall Team Meeting
October 4, 2004

DE01/Robin Henderson: Dave King is on annual leave today. Rex Geveden is speaking this morning at the Society of Mobility Engineers meeting at the Huntsville Hilton. He will spend the remainder of the day at the OSF Institutional Retreat at the Marshall Institute.

A Level I Safety Performance Award was presented to Thiokol Propulsion. The award was accepted by Steve Alexander, Program Manager, and Odell Huddleston, Safety Engineer. Dennis Davis commented that a Level 1 Award is the highest award MSFC presents to a contractor, using a self-evaluation system based on the VPP Star Certification requirements. To qualify for the award, a contractor's score must be higher than 36 and their loss-time rate must be less than 50% of the National average per industry.

Boeing/Cheryl Britt: A Boeing MSFC employee was attempting to adjust the seating height of an armless, backless stool equipped with casters. The stool rolled out from underneath the employee, and the employee fell to the floor. The employee suffered a lumbar contusion that required surgery. Estimated recovery time was 8 weeks. The root cause was the casters on the stool offered little or no resistance on concrete or tile floors. Corrective action included removing all shop stools equipped with casters from service and placing DO NOT USE tags on them, and disseminating a Boeing MSFC Safety Bulletin to all Boeing MSFC employees regarding removal of all shop stools equipped with casters. Charts used in this presentation are posted on Inside Marshall.

AD22/Cedreck Davis: The Center is making progress on 2004 energy conservation. We are approximately 1% away from where we are supposed to be in 2010. We must continue to keep up this pace. Thanks to all Center management personnel who have promoted conservation of energy. We have managed to sustain our energy bill with soaring fuel costs, and we are improving the quality of our buildings, which makes a more comfortable environment for our employees to work, thus making them more productive.

SD01/Tom Dollman: MSFC's Safety Day will be held on October 28, 2004. Safety Day is held to reiterate our commitment to the safety and health of the public, our partners, our people and those assets that the Nation entrusts to us. October 28 will be a casual day with a half-day "stand-down." The kickoff will be in Morris Auditorium from 9:15 to 10:50 a.m. Other events include a "safety stroll" (Building 4200 to 4316) from 11 to 11:20 a.m.; a Return to Flight/Industrial Safety Expo in Building 4316 from 11:20 a.m. to 2 p.m.; and lunch, with entertainment, in Building 4316 from 11 a.m. to 1 p.m. Charts used in this presentation are posted on Inside Marshall.

QD50/Dennis Davis: A recent suspicious package evacuation incident was discussed. One employee failed to evacuate properly, and one employee was confrontational with the Security personnel. Organizations were requested to remind employees to always obey emergency personnel during any emergency. The final metrics for FY04 were presented. With the exception of supervisor findings, all goals were met. The team lost time rate ended at .18. The Center goal was less than .20. The team recordable mishap rate ended at 0.77. The Center goal was 1.00. The ratio of supervisor findings to the number of all case mishaps continues to be low. One of the best courses of action is taking the Supervisor Safety Visit training course. The general safety leading and trailing indicators are showing no significant trends. The special 1999 thru 2003 summary metrics shown at the last MTM unknowingly included mishaps from off-site contractors. This data will be re-evaluated to identify any on-site trends for reporting at a future meeting. Charts used in this presentation are posted on Inside Marshall.

CD50/Steve Durham: (1) Hispanic Heritage Month runs through October 15. October is also Disabilities Awareness Month. (2) The 2004 Combined Federal Campaign (CFC) runs from October 4 through November 12. The CFC bus tours will be conducted through October 7. Bruce Askins is the point of contact for bus tours. Community Service Days will continue until November 12. Kathy Lundy is the point of contact for the Community Service Days. (3) On October 15 and 16, the Hispanic Youth Conference will be held at the Huntsville Marriott. It is scheduled from 1 to 5 p.m. on Friday and 7 a.m. to 5 p.m. on Saturday. The Equal Opportunity Office is the point of contact. (4) On October 18, the NASA Leader

Led Workshop will be held at MSFC. Several NASA Headquarters personnel will be here, including Admiral Steidle and Jim Jennings. David Edwards and Bruce Askins are coordinating this event. (5) On October 26, the NSSC Agency Transition Team will visit the Center. Sandra Turner, in the Protocol Office, is the point of contact.

SD01/Ann Whitaker: Attempts to fly the HEO experiment in Texas have been hampered by high winds aloft and other environmental conditions. The project has been cancelled for this year.

CD10/Danny Hightower: Employees may make contributions to the Combined Federal Campaign beginning today. Employees are encouraged to make their contributions as soon as possible. Our goal this year is \$550,000.

AD01/Jim Carter: The first day for administering flu shots will be October 26. Another date will be announced later.

MP01/Lisa Roberts: The Shuttle Space Flight Leadership Council, which was scheduled at KSC this week, has been cancelled. It has been rescheduled for the last week in October. At that time, we anticipate announcing a new launch date.

PS01/Steve Beale: We have COTR training scheduled this week, Tuesday through Thursday.

DE01/Robin Henderson: (1) Marshall's alignment is almost complete. We have initiated organizational all-hands meetings to allow employees to come and hear about their new organization. All-hands meetings will continue through this week. October 11 is the official transition day when all employees will report to their new organizations and supervisors. (2) The new Systems Engineering Certification Program was rolled out last Friday. It is important that we embrace the certification process, everyone is encouraged to make a commitment to developing our people in this engineering discipline. (3) The Marshall Association Luncheon was held last week. Craig Seabrook, our new Director for Business Development, was the guest speaker. He did a great job, and we thank him for sharing his vision for business development at Marshall. (4) I had the opportunity to participate in the Army's Combined Federal Campaign (CFC) Kickoff. General Pillsbury was very dynamic and enthusiastic about the CFC Campaign, as we are here. As a reminder, we have a competition going on with the Army. There will be several things available for bid by silent auction on the internet. We are offering a "Day with the King," which is an opportunity for your children to spend a day with Dave King. (5) The earliest date projected for a DART launch is October 28. (6) KSC survived the latest hurricane fairly well. Some additional paneling was damaged. KSC employees did not work on Monday following the hurricane but returned on Tuesday. (7) A change has been made to the Center Staff Meeting schedule. We will continue to have the Marshall Team Meeting on the first Monday of each month. A Center Staff meeting will be held on the third Monday of each month. On the second and fourth Mondays, Dave King, Rex Geveden, and I will each attend a different organization staff meeting. It will give us an opportunity to interface directly with employees. (8) To reiterate what Steve Durham said about the NASA Leader Led Workshop on October 18, Admiral Steidle will be the featured speaker. He will present an update on the Exploration Systems Vision. Jim Jennings will provide an update on the Agency's transformation and decisions being made related to on-going implementation strategies. Dave King will speak on the role that Marshall will play in NASA's future. I strongly encourage everyone to attend. The Workshop will be held in Morris Auditorium.

AD60/Pete Allen: Another employee at JSC has been burned while working on electrical equipment. Just as a reminder, when working on energized systems, make sure to de-energize the system before working on it.